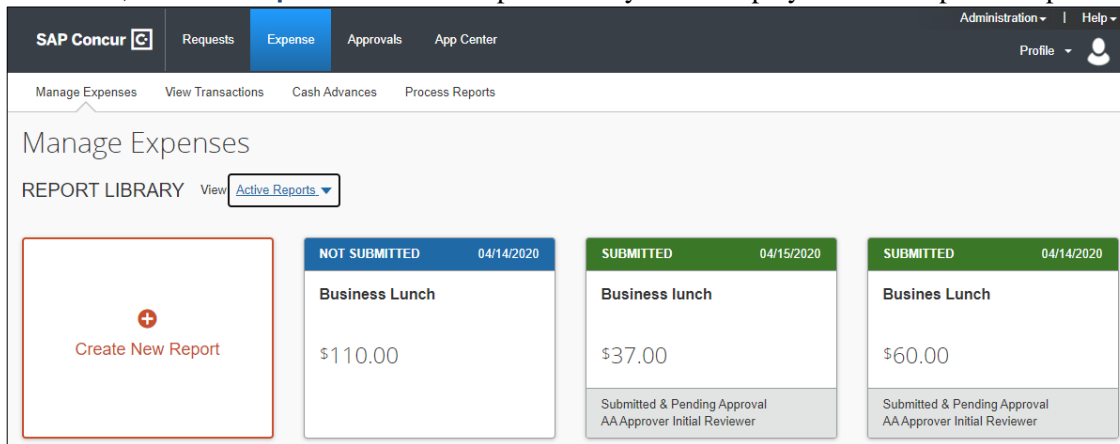


This job aid reviews how to search for Concur transactions in ARC, how to run the Trial Balance by Account Detail report in FDS, and provides the ARC Voucher to Concur field mapping. The Concur Report Key maps to the ARC Invoice ID and can be used in ARC to search for the Voucher associated with the Concur transaction. The Trial Balance by Account Detail report is available in the Financial Data Store (FDS) and includes a column that provides visibility to voucher comments from the voucher Invoice Information tab within ARC.

### Finding the Report Key for an Expense Report in Concur

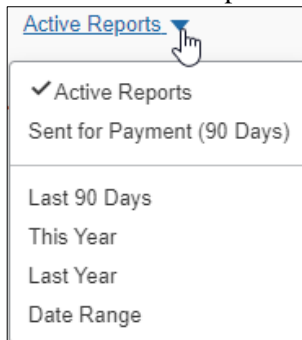
In order to look up the ARC Voucher associated with a fully approved Concur transaction, you must find the Concur Report Key for the Expense Report, which is mapped to the Invoice ID in ARC. You can look up an Expense Report in Concur to find the Report Key.

1. In Concur, click the **Expense** tab. The Report Library View displays Active Expense Reports.



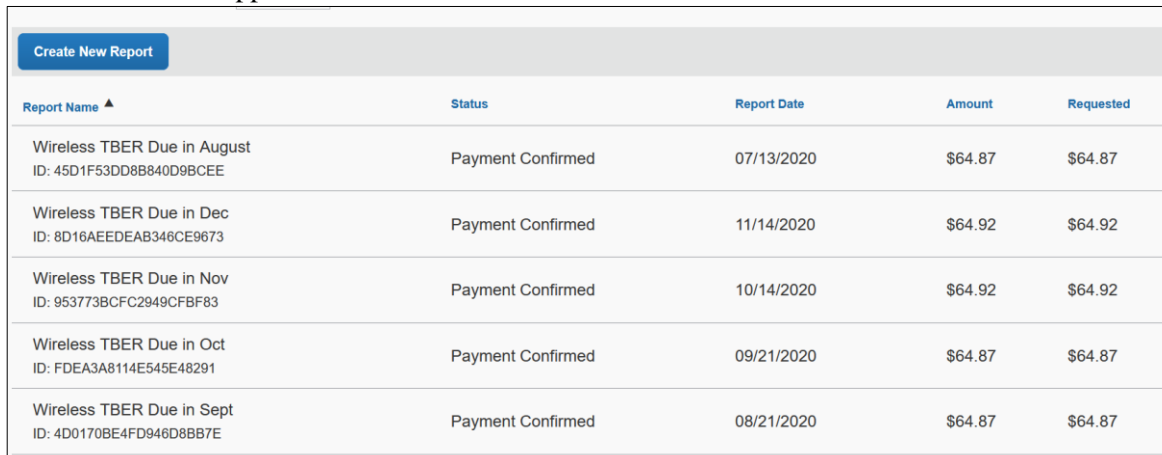
The screenshot shows the SAP Concur interface. The top navigation bar includes 'Requests', 'Expense' (selected), 'Approvals', and 'App Center'. Below the navigation, there are tabs for 'Manage Expenses', 'View Transactions', 'Cash Advances', and 'Process Reports'. The main content area is titled 'Manage Expenses' and shows a 'REPORT LIBRARY' with a 'View' dropdown set to 'Active Reports'. There are four cards: a 'Create New Report' button, a 'NOT SUBMITTED' report for 'Business Lunch' (\$110.00, dated 04/14/2020), a 'SUBMITTED' report for 'Business lunch' (\$37.00, dated 04/15/2020), and another 'SUBMITTED' report for 'Business Lunch' (\$60.00, dated 04/14/2020). The submitted reports have a status of 'Submitted & Pending Approval'.

2. Click the **View** dropdown and select the desired view,



The screenshot shows a dropdown menu for the 'View' function. The 'Active Reports' option is selected and highlighted with a mouse cursor. Other options include 'Sent for Payment (90 Days)', 'Last 90 Days', 'This Year', 'Last Year', and 'Date Range'.

The search results appear.



Report Name ▲	Status	Report Date	Amount	Requested
Wireless TBER Due in August ID: 45D1F53DD8B840D9BCEE	Payment Confirmed	07/13/2020	\$64.87	\$64.87
Wireless TBER Due in Dec ID: 8D16AAEEDAB346CE9673	Payment Confirmed	11/14/2020	\$64.92	\$64.92
Wireless TBER Due in Nov ID: 953773BCFC2949CFBF83	Payment Confirmed	10/14/2020	\$64.92	\$64.92
Wireless TBER Due in Oct ID: FDEA3A8114E545E48291	Payment Confirmed	09/21/2020	\$64.87	\$64.87
Wireless TBER Due in Sept ID: 4D0170BE4FD946D8BB7E	Payment Confirmed	08/21/2020	\$64.87	\$64.87

3. Click the row of the desired Expense Report to view.

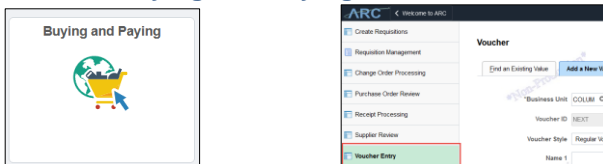
4. Click the **Print/Share** dropdown and select **CU Detailed Report w/ Summary**. The CU Detailed Report w/ Summary window displays the Report Key.

**Note:** *Approvers that are viewing a Payee's Expense Report can find the Report Key by clicking the Print/Email dropdown and selecting CU Detailed Report w/ Summary. Approvers can also view the Report Key on the Report Header page.*

## Finding the Voucher for a Concur Transaction in ARC

Once you know the Report Key, you can use it to find the Voucher in ARC.

1. Click the **Buying and Paying** tile and then click the **Voucher Entry** tab.



Or, click the **NavBar > Main Menu >Accounts Payable > Vouchers > Add/Update > Regular Entry**.

2. Click the **Find an Existing Value** tab.

3. Enter the Report Key from the Expense Report into the **Invoice Number** field.
4. In the **Origin** field, enter **CNR**.
5. Click **Search**. Vouchers that begin with the same invoice numbers appear in the search results.

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Origin	Classification	Incomplete	Vouch
COLUM	04202213	9638	150.97	150.97	11/02/2019	KHALSA STA	0000004443	KHALSA STATIONERS INC	Regular	(blank)	Postable	Online	CCO	Supplier	Complete	
COLUM	03914876	9638	150	150	04/22/2019	PLATINUM E	0000002618	PLATINUM ELECTRICAL SERVICE	Regular	1135307	Postable	EDI	MMO	Supplier	Complete	
COLUM	03719632	9638	460	460	01/24/2019	P KEANE IN	0000002697	P KEANE INC	Regular	1124205	Postable	EDI	MMO	Supplier	Complete	
COLUM	03690504	9638	100	100	11/13/2020	CNR			Regular	41	Postable	EDI	CNR	Student Em	Complete	
COLUM	01764119	9638	396.7	396.7	05/04/2015	JGT CONTRA	0000004122	JGT CONTRACTING CORP	Regular	1005598	Postable	EDI	MMO	Supplier	Complete	
COLUM	01529094	9638	3501.44	3501.44	03/31/2015	RENZO PIAN	0000000223	RENZO PIANO BLDG WORKSHOP	Regular	IN-10677	Postable	EDI	SF2	Supplier	Complete	
COLUM	01374000	9638	300	300	01/05/2015	SCRUB CLEA	0000004421	SCRUB CLEAN MAINTENANCE CORP	Regular	(blank)	Postable	Online	SRG	Supplier	Complete	
COLUM	00973876	9638	236	236	03/25/2014	X CAFFE 39	0000006649	X CAFFE 3952 BWAY CORP	Regular	(blank)	Postable	Online	P&S	Supplier	Complete	
COLUM	00812517	9638	544.72	544.72	12/17/2013	ACE RENTAL	0000002515	ACE RENTAL CORP	Regular	(blank)	Postable	Online	FAC	Supplier	Complete	

Depending on the Concur transaction type, the Invoice Number will display the Concur Report Key appended with an R, A, or C. Refer to the ARC Voucher to Concur Field Mapping section of this Job Aid for details.

## Running the Trial Balance by Account Detail Report

1. The Trial Balance by Account Detail report is accessed from **FDS**, a link to which can be found on the ARC portal. For guidance on how to launch and use the FDS On Demand Report interface, click [here](#).



2. Click the **FDS On Demand Reports** tile.

FDS Folder/Report Selection: Trial Balance Reports Trial Balance by Account Detail

3. From the **FDS Folder/Report Selection** dropdown, select **Trial Balance Reports** and then select **Trial Balance by Account Detail** from second dropdown that appears. The Enter Values form appears.

FDS Folder/Report Selection: Trial Balance Reports Trial Balance by Specific Accounts Detail

Selected FDS Folder/Report: Trial Balance Reports/Trial Balance by Specific Accounts Detail

Time Period: Fiscal Year (Required) From Accounting Period (Required) To Accounting Period (Required)

BU/Fund: Business Unit (Required) Selected Business Unit(s) Fund Selected Fund(s)

Account: Account (Required)

Department/Site: Department Site

4. Enter all required and desired optional **Values**.
5. Click **Run Report** at the bottom of the form.

## Exporting the Report to Excel

Voucher comments on the Trial Balance by Account Detail report are best viewed when exported to Excel because some comments, depending on character length, may overlap with other columns. However, once exported to Excel, you can easily expand columns, as needed, to clearly see the content.

1. Click the **Export** icon on the toolbar at the top of the report viewer. The Export window appears.
2. Select **Microsoft Excel (XLSX)** from the File Format dropdown.
3. Click the **Export** button.

## ARC Voucher to Concur Field Mapping

ARC **Invoice ID** maps to Concur **Report Key**, appended by the values below (e.g. 1408-R):

- R = Reimbursement
- A = Cash Advance
- C = Credit Card (Air / Rail Central Pay or Corporate Card)

ARC **Voucher Type** maps to Concur transactions as follows:

- E = Employee Reimbursement
- X = Corporate Card Transaction
- Y = Columbia Air / Rail Central Pay Transaction

ARC **Voucher Comments** *for Expenses* is populated with Concur **Report Name** and **Concur Trip** or **Report Purpose**

ARC **Voucher Comments** *for Requests* is populated with **Concur Request Name** and **Request Purpose**

ARC **Voucher Line Description** *for Expenses* is populated with the Concur **Expense Type**

ARC **Voucher Line Description** *for Requests* is populated with **Cash Advance**

## Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>